



Explore Pass Policy

The Greenfield Public Library offers transferable membership passes to educational institutions. Each membership pass offers admittance and discounts for check-out at the Circulation Desk. Explores passes are available on a first-come, first-serve basis. To ensure fair use by all patrons, the following guidelines apply:

1. A borrower must be at least 18 years of age with a valid library card, in good standing within the Milwaukee County Federated Library, and a valid Driver’s License or State ID.
2. Passes must be checked out and returned to the Circulation Desk only at the Greenfield Public Library during regular open hours
3. Passes may not be placed in the outdoor book return or the inside return drop; any passes returned in either book return will be assessed a \$10 fee.
4. A household may only borrow one pass at a time.
5. Passes circulate for three (3) days from the day of checkout and are not renewable. Passes returned after the loan period will be assessed a late charge of \$10.00 per day.
6. Any pass that is not returned within seven (7) days will be considered lost or stolen, and the replacement cost of \$130 will be added to the patron’s record. If the item remains unpaid, it shall be considered stolen under WI State Statue 943.61(2).
7. Online holds and advanced reservations cannot be placed on the passes. Passes cannot be checked out at any other library than the Greenfield Public Library.
8. The borrower is responsible for calling or visiting the Institution’s website for information, hours of operation, parking, and/or driving directions.
9. The Institution reserves the right to determine the rules and regulations governing the use of its passes.
10. The Greenfield Public Library reserves the right to limit the use of passes for any individual, family, or household in the case of abuse or misconduct as determined by the Library Director. (i.e., a household cannot return a pass and immediately check it out again. There is a 24-hour waiting period to allow other citizens a chance to borrow the pass.)
11. The borrower will observe the proper code of conduct when onsite and in possession of the membership pass, as determined by the Institution and/or the Greenfield Public Library.
12. The patron will place on file at the Greenfield Public Library a signed copy of this policy, and their signature will act as an acknowledgment of understanding of and agreement to comply with the guidelines listed within it.

Explore Pass Checkout Waiver

I, the undersigned, have read and agreed to the terms of this policy. I acknowledge and expressly assume the risks of borrowing an Explore Pass from the Greenfield Public Library with the full understanding of potential risks and expressly waive, release, and discharge the Greenfield Public Library, the City of Greenfield, and their respective officers, agents, and employees (the “Releases”) from any and all claims, costs, expenses or liabilities (including those involving death, disability, personal injury or property damage) arising out of relating to my borrowing an Explore Pass whether caused, in whole or in part, by the sole or concurrent negligence (whether active or passive) or wrongdoing, strict liability or fault of the Releases or otherwise (“Claims”).

Signature _____

Print Name _____

Phone Number _____

Date Checked Out _____

Library Card Number _____

Staff Initials: _____